

National Aeronautics and  
Space Administration

**Glenn Research Center**  
**Lewis Field**  
Cleveland, Ohio 44135-3191



## **Equal Opportunity Specialist Trainee Position**

Office of Equal Opportunity Programs (0180)

Office of the Director (0100)

NASA Glenn Research Center, Cleveland, OH

**Job Description:** Co-op student will perform equal employment duties in The Office of Equal Opportunity Programs. The student will develop and recommend affirmative employment and diversity programs that are aimed at enhancing the employment opportunities and employability of minorities, women, and the disabled in the Federal Government. The position will involve interaction with other NASA Centers, educational institutions, state, local, and Federal government agencies, and community organizations. The student will develop components of the Special Emphasis Programs; i.e., Hispanic and African American Employment Program. Student will work closely with senior personnel. Complexity of tasks will be increased as student gains experience.

**Length of Position:** Alternating quarters/semesters until graduation.

**Job Openings:** 1 position available

**Eligibility:**

- Junior in Business, Human Resources or Multi-Cultural/Ethnic studies.
- Minimum entry GPA 3.0 (4.0 scale)
- United States Citizen
- Enrolled as a full-time student
- Enrolled in university's co-op program
- Must be recommended by appropriate staff member at university.

**Salary Range:** \$9.97 - \$15.51 per hour (based on 2003 salary table)

**Closing Date:** Until filled

**Send Applications to:** Mr. Michael Goin, MS 15-4  
Cooperative Education Coordinator  
NASA Glenn Research Center  
21000 Brookpark Rd  
Cleveland, OH 44135-3191  
[Michael.W.Goin@grc.nasa.gov](mailto:Michael.W.Goin@grc.nasa.gov)